



CITY OF TORRANCE

COMMUNITY SERVICES DEPARTMENT Recreation Services Division

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May 10, 2010

Dear Vendors,

The City of Torrance Community Services Department is excited to announce the 30th Annual Old Fashioned 4th of July Celebration at Charles H. Wilson Park, 2200 Crenshaw Boulevard, Torrance. The event begins at 11 a.m. and culminates at 9 p.m. with a spectacular fireworks display. Throughout the day the entire family can enjoy a variety of food, arts & crafts, games, mini-steamer train rides, and live entertainment. In addition to all the fun that will be offered at the park, the Community Services Department is hosting a Vendors Faire from 11 a.m. to 8:30 p.m. The Vendor's Fair allows individuals to sell arts and crafts, jewelry, collectables, one of a kind handcrafted items, home décor, toys and trinkets for everyone to enjoy.

The numbers of booths available are limited. Booth spaces are 10' X 10' and are located on a flat, grassy area (see map attached). Applications will be taken on a first-come, first-served basis for **Torrance residents**, until **Monday May 31, 2010** (postmarked). All returning vendors (attended last July 4, 2009) will have the next priority. *Spaces are limited to one booth per vendor.* The fee for a booth is \$70 for Torrance residents and \$90 for non-residents. Check, money order or credit card only, **NO CASH!** **All incomplete applications will be returned and spaces will not be reserved.** The deadline for *all applications* will be **Monday, June 14, 2010** (postmarked).

Any type of sales conducted within the State of California requires you to obtain a Seller's Permit. Therefore; all vendors must have a seller's permit numbers to participate in the Vendors Faire. Temporary Seller's Permits are free-of-charge. You can get more information by contacting the State Board of Equalization at 1-800-400-7115 or visit www.boe.ca.gov

We are looking forward to working with you and hope that you will take part in providing the Torrance Community a truly enjoyable day. If you need additional information, please contact the Community Services Department at (310) 618-2930.

Sincerely,

July 4th Committee

DR:rn special events/2010/july_4/letter-nonprofit

City of Torrance Community Services Department
Recreation Services Division
VENDOR FAIR RULES AND REGULATIONS

GENERAL INFORMATION AND GUIDELINES

Vendor Fair Items:

- All vendor booths must sell tangible merchandise; Services such as massage, palm rendering, make up application or hair styling is prohibited.
- Fireworks (including poppers), silly string, stink bombs, food, candy, plants, alcoholic beverages and audio recordings are prohibited.
- Please remember this is a family event and only family appropriate items should be sold. The July 4th Committee will enforce their judgment and will have you remove items and/or close your booth should any items be deemed not family appropriate.
- NO refunds or credits will be issued.
- **Specify in detail what items will be sold at your booth.** Once your application is approved there cannot be any deviation of the items to be sold.
- The City of Torrance Community Services Department reserves the right to limit the number of similar items and to disallow the sale of any item that is not keeping with the standard of the event.

State Board Requirements:

- All sales conducted within the State of California require a Seller's permit.
- All vendors must have a California Seller's permit.
- **The Seller's Permit must be in the name of the vendor listed on the application (the Seller, the applicant, and the payee must be the same as the individual signing the application). Sales assistants are allowed and recommended on the day of the event.**
- Temporary Seller's Permits are free-of-charge. You can get more information by contacting the State Board of Equalization at 1-800-400-7115 or visit www.boe.ca.gov

BOOTH GUIDELINES

- Booths are limited, there can be only one per vendor and all booth spaces are 10' x 10' and are located on a flat, grassy area (see map attached). You are only allowed to set up and sit in the 10'x10' space and no merchandise can encroach on the walkways.
- No shared booths (one vendor per booth)
- Reservations will be taken on a first-come, first-served basis. Torrance residents have first priority with the deadline for returning completed applications by Monday May 31, 2010 (postmarked). All returning (from July 4, 2009) vendors will have the next priority for returning completed applications by Monday, June 14, 2010 (postmarked). All other applications will be taken in the order received, if space is available.
- New applicants (if booths are available) will then be taken on a first-received, first-assigned basis.
- Due to vendor interest spaces are limited to one booth per person.
- Vendors must bring their own tables, chairs and canopies (optional).
- Vendors are responsible for their own merchandise, securing their tents/canopies, and all set-up and clean-up of their booths.

- All canopies and tents must be secured in case of wind.
- There is no electricity in the booths and the use of generators is strictly prohibited.
- There is absolutely no smoking allowed in or around booths.
- Dogs are not allowed in the park or parking lot areas on the 4th of July (TMC 49.2.10)
- Vendors Faire participants may begin driving onto the diamond/park (with staff supervision) to unload and set-up supplies no earlier than 8:00 a.m.
- All vehicles must be off the diamonds (with staff supervision) by 10:00 a.m. Vehicles parked on the diamonds/park after 10:00 a.m. will be towed away at the owner's expense.
- No vehicles will be permitted back onto the diamonds/park until 10:00 p.m., or at least 30 minutes after the completion of the fireworks show.
- Vendor Fair booths must remain open for business during the entire event (11:00 a.m. to 8:30 p.m.)

PARKING GUIDELINES

- Your **Preferred Parking Passes** will be issued with your confirmation letter and receipt, and must be displayed in the window on the driver's side to enter the park, no exceptions.
- Only vehicles with **Preferred Parking Passes** will be permitted on the park grounds, so remember to bring your pass with you.
- Preferred parking is located on the North side of Wilson Park in front of the Roller Hockey Rink.

MISCELLANEOUS

- Your signature on the application form is an agreement to abide by the rules and regulation of the Vendor Fair
- **All Incomplete applications will be returned and spaces will not be reserved! Please make sure you fill in each blank.**



30th OLD FASHIONED FOURTH OF JULY CELEBRATION Vendor Faire (Bazaar) Application

Sunday, July 4, 2010 ★ 11:00 a.m. – 8:30 p.m.
WILSON PARK 2200 Crenshaw Boulevard, Torrance, CA 90503

★ **VENDOR INFORMATION:** Please check one: ☐ New Vendor ☐ Returning Vendor (participated on July 4, 2009)

NAME: _____
(Please print full name followed by business name if applicable)

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: Home: (____) _____ Work: (____) _____

★ **FEE:** Please check one: ☐ Torrance Resident-\$70.00 ☐ Non-Resident-\$90.00 (Limited to one booths per vendor).

★ **PAYMENT OPTION:** NO CASH ☐ Check (Payable to City of Torrance) Check Number: _____ or ☐ Credit Card

I hereby authorize the use of my: ☐ Master Card ☐ Visa

Print name as it appears on card: _____

Master Card or Visa #: _____ Expiration Date: Month: _____ Year: _____

Signature: _____ Credit Card Requests Must Have a Signature. Date: _____

★ **SALES TAX PERMITS NUMBER:** _____ . (mandatory)

★ **FLYERS:** Please check amount of ☐ flyers and/or ☐ postcards you would like to distribute: ☐ 25 ☐ 50 ☐ 100

★ **DESCRIPTION OF MERCHANDISE TO BE SOLD:** Specify in detail what will be sold in your booth.

★ **MAIL OR FAX IN APPLICATION:** Please complete this entire application, sign at the bottom and return with check/credit card information to: City of Torrance Community Services Department – Recreation Services Division
3031 Torrance Boulevard, Torrance, CA 90503
ATTN: July 4th Celebration
FAX: (310) 618-2903

The undersigned agrees that he/she has read and understands the VENDOR FAIR (BAZAAR) RULES AND REGULATION and will be able to comply with all of the rules and regulations described. The undersigned understands non-compliance will result in closing down the booth and undersigned will not be invited back to future events.

All fees are non-refundable.

Signature required _____ Date: _____

